



Department of General Services
Procurement Division
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

STATE OF CALIFORNIA

MASTER SERVICES

AGREEMENT

SUPPLEMENT NUMBER 3

CONTRACT NO:	5-03-70-29 through 5-03-70-55
SERVICES:	DOCUMENT CONVERSION SERVICES
CONTRACTOR:	VARIOUS
EFFECTIVE:	JULY 25, 2003 THROUGH JULY 24, 2006
DISTRIBUTION CODE:	ALL BSO's and PROCUREMENT OFFICES

This supplement is to:

1. Add language to the User Guide, Introduction, C. Order Placement.

For Master purchase orders, delivery of services must not exceed the end term of the Master Agreement by more than 1 year. Amendments must follow Management Memo 03-10.

2. Change the contract administrator as indicated below;

Baylor Evans

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3. Modify language in the User Guide, Contract Guidelines, A. New Orders.

Agencies are no longer required to obtain three (3) quotes when ordering from this Master Service Agreement (MSA) when issuing orders up to \$500,000. In accordance with Management Memo 03-10, 6(b), this MSA was competitively bid. These User Guide instructions are hereby modified to remove the requirement to achieve further competition; however, agencies are strongly encouraged to optimize the benefits of the MSA program by comparing different authorized contractors for varying products, services and prices to obtain the best value available.

Carol Umfleet, Manager Multiple Awards Program

DATE